

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2021

Nominator: Kelly Bergeron

Name: Kelly Bergeron

Institution: Colorado State University

Position: Research Administrator

Phone: 307-399-1862 Email: kelly.bergeron@colostate.edu

Candidate Information:

- Select One: Chair-Elect (2022)
 Treasurer-Elect (2022)
 Member-at-Large (2022-2023)
 Secretary (2022-2023)

Name: Kelly Bergeron

Institution: Colorado State University

Position: Research Administrator

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Nominator's Statement of Candidate's Qualifications:

It is an honor to be nominated for the 2022 Treasurer Elect position for Region VII. I have only been in Research Administration for three years, but I consider NCURA a great community resource and I would like to contribute back to the organization.

I understand that this position is a three-year commitment and that the first year is a learning year and involves working with the Treasurer and Immediate Past Treasurer to gain an understanding of the regional finances. As a remote worker, I especially look forward to networking with and learning from other Research Administrators within the NCURA community.

I am currently in the NCURA LeadMe program as a 2021 mentee candidate and am excited to take on a more active role at the regional level. I have worked at three universities within Region VII, and I hope you will consider me as a favorable candidate.

Attachments:

- 1) Candidate's personal statement
- 2) Candidate's resume
- 3) Candidate's photo (head shot)

Submission Deadline

Submit required documents via e-mail to: Natalie Buys, Chair- Elect, Chair of Region VII Nominations and Elections Committee: NATALIE.BUYS@CUANSCHUTZ.EDU on or before **Friday, June 18 2021.**

Kelly Bergeron
kelly.bergeron@colostate.edu

EXPERIENCE

Colorado State University, Sponsored Programs Fort Collins, CO June 2021 - Present
Research Administrator

- Review and approve proposals for submission to ensure accuracy with sponsor guidelines, CSU policies and procedures
- Maintain knowledge of electronic portals for proposal submission and life of agreements
- Collaborate and foster relationships with departments to ensure high quality proposal submissions

University of Idaho, Sponsored Programs Moscow, ID July 2019 - June 2021
Sponsored Programs Administrator

- Assist investigators (PIs) with the completion of proposal materials required by the proposal guidelines for routing through the University's electronic internal and system-to-system proposal platform
- Provide internal review of proposal documents including budget preparation and just-in time requests for AOR approval
- Instruct faculty/staff in utilization and act as AOR in external electronic submission systems, such as: FastLane / Research.gov, Grants.gov, eRA Commons, and NSPIRES
- Help train Assistant Sponsored Programs Administrators during the on-boarding process

Assistant Sponsored Programs Administrator December 2018 - July 2019

- Assist Sponsored Programs Administrator's with proposal workload as needed
- Provide excellent customer service to faculty, staff, and team members throughout the life cycle of awards
- Log and process prior approvals, amendments, and agreements

UW, Wyoming Public Media Laramie, WY March 2018 - November 2018
Business Manager

- Manage the business office and \$3 million-dollar fiscal operations of Wyoming Public Media, an FCC licensed and regulated statewide public broadcasting entity
- Help transition Wyoming Public Media staff to a new Oracle cloud-based enterprise system
- Ensure compliance with FCC, Corporation for Public Broadcasting (CPB), state, and University regulations, such as filing annual FCC EEO report and CPB Annual Financial Report
- Manage daily fiscal operations such as processing accounts payable, accounts receivable, and payroll

University of Wyoming, College of Engineering Laramie, WY May 2016 - March 2018
Accountant

- Cost Center approver for expenditures up to \$99,999 for the Computer Science, Electrical and Computer Engineering, and Mechanical Engineering department

- Assist Engineering Business Center staff with processing expense reports, requisitions, invoices, and contracts
- Monitor over 3 million dollars of grant funding in project module of Oracle cloud to help inform PIs of an award's current burn rate, budget, spending compliance, and current expenditures
- Reconcile grant accounts, unrestricted operating, and designated operating accounts
- Prepare accurate and timely monthly reports for PIs and department heads in Excel
- Manage the hiring of over seventy graduate students during each academic year
- Process expenditure corrections, cost share, and PARs
- Advise faculty, staff, and students on budgetary regulations, procedures, and policies

University of Wyoming, College of Law Laramie, WY

June 2013 - May 2016

Accounting Associate, Senior

- Oversee the daily financial operations for the College of Law and Law Library
- Assist with travel arrangements for faculty, staff, students, and guest speakers
- Serve as the *Wyoming Law Review* account manager and maintain subscriber database
- Process payroll for all faculty, staff, and student employees

EDUCATION

Edinboro University, Edinboro, PA

December 2010

Bachelor of Arts, English Literature

PROFESSIONAL DEVELOPMENT

National Council of University Research Administrators (NCURA)

- Organization Member January 2019 – Present
- LeadMe Mentee Class of 2021 April 2021 – Present